



Assistant Administrative Analyst II

Long Beach Police Department

Support Bureau, Communications & Training Division

SALARY RANGE
\$24.879 to \$33.787 per hour

THE POSITION

The Long Beach Police Department has an anticipated opening for a full-time, classified Assistant Administrative Analyst II position. The position may be filled at the Assistant Administrative Analyst I or II grade level, depending on the experience and qualifications of the applicant. This person will provide direct support to the Communications & Training Division in the Support Bureau of the Police Department. The Training Section is comprised of five details; Advanced Officer Training (AOTC), Basic Academy, Background Investigations, Pistol Range, and Manual & Orders.

EXAMPLE OF DUTIES

- Prepare proposals, reports, and analysis for special projects as they relate to the Department's in-house training and/or state training mandates imposed by POST (Police Officer Standards and Training);
- Develops conclusions and makes recommendations;
- Reviews and interprets complex written information (vendor proposals, contracts, equipment and/or software implementation);
- Prepares detailed and comprehensive written reports to include cost analysis;
- Prepares and tracks Purchase Orders and expenses;
- Gathers and prepares statistical information and data;
- Administers staffing and scheduling for department-wide training of all employees (CAL OSHA/POST/City mandated training requirements);
- Archives documents (background information/training curriculums);
- Performs other related duties as required.



QUALIFICATIONS

- Ability to work with confidential information;
- Excellent written, verbal and interpersonal communication skills;
- Strong attention to detail;
- Proficient in the use of Microsoft Office Suite Products (Word, Excel, PowerPoint, etc.);
- Proficient in the use of Microsoft Access (create and modify tables), ADPICS, and FAMIS;
- Demonstrated use of excellent analytical skills;
- Ability and willingness to work independently, with limited supervision, while managing a wide range of projects under deadlines;
- May be required to drive a city vehicle.

SELECTION PROCEDURES

This position is open to current classified Assistant Administrative Analysts in the City of Long Beach, those who held prior classified status as an AAA or those reachable on the Civil Service Eligible List. Qualified, interested applicants are invited to submit a **letter of interest and resume** by **4:00 p.m., Friday, October 30, 2015**, to the Training Section Secretary, Susan Dillon, via email at susan.dillon@longbeach.gov. The most qualified candidates will be invited to participate in further selection procedures. The applicants selected for the position will be required to successfully complete an extensive background investigation, which will include a Livescan examination and polygraph.

This information is available in an alternative format by request to the Police Department at (562) 570-5893. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-5893. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

